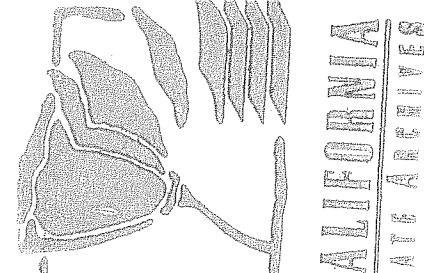


RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California Department of Veterans Affairs		(2) AGENCY BILLING CODE 77030		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Legal Division		(5) ADDRESS 1227 "O" Street, Suite 306, Sacramento, California 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER LD-2003	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule) 70
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER LD-1995	(14) APPROVAL NUMBER 96 011	(15) APPROVAL DATE(S) 1-8-96	(16) PAGE NUMBER(S) REVISED 1
(17) MISSION/FUNCTIONAL STATEMENT To provide prompt, sound, and timely legal advice and counsel to all programs of the Department; to represent the Department effectively and efficiently in both administrative law proceedings and civil litigation; and to perform all other work of a legal nature within the Department. To maintain the integrity of all files relating to the business of the Department and close all files in a timely manner to assure effective client service.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Joseph E. Maguire</i>		(19) TITLE Deputy Secretary Legal Affairs/Chief Counsel		(20) PHONE NUMBER 916-653-2539	(21) DATE SIGNED 5-15-03
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>John Alt</i>		(23) CLASSIFICATION B.S.A.	(24) NAME (Printed or Typed) John ALT	(25) PHONE NUMBER 653-2619	(26) DATE SIGNED 5-15-03
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>John E. Fort</i>			(28) APPROVAL NUMBER 03-044	(29) DATE SIGNED 5/16/03	(30) EXPIRATION DATE 5/16/08
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES' STAMP 	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>				(34) DATE SIGNED May 30, 2003	

RECORDS RETENTION SCHEDULE

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(35) CalRIM APPROVAL NUMBER										(36) PAGE 1 OF 2 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1	12	NOTIFY ARCHIVES	Legal Opinions	P		PERM			PERM	X	Exempt per Information Practices Act and Government Code section 1798 et seq.
2	10	NOTIFY ARCHIVES	Rulemaking files	P		PERM			PERM		
3	48		Open Court files	P		ACT			ACT	X	Exempt per Information Practices Act and Government Code section 1798 et seq
4			STD Form 71, Records Transfer List	P		CURR			CURR		Retain as current until records have been either destroyed, retired, transferred to the State Archives, whichever is later.
5			STD Form 73	P		CURR			CURR		Retain as current until revised.

* Provide total of office and departmental